



Sign Permit Application (Grand Opening)

Date Received:

Job Address			Suite
Property Owner/Tenant Name			Phone
Contractor Name			Phone
Address	City/State	Zip	Alt. Phone

Describe Signage

Banner Square Feet _____ x _____ Total Sq Ft _____

Dates for Grand Opening Signage _____ Start Date _____ End Date _____

Grand opening events may utilize inflatable objects, pennants, flags and banner signs for a period not to exceed 30 days. Grand opening events are limited to the first 90 days after a certificate of occupancy has been issued. No searchlights or flashing type lights are allowed and are strictly prohibited during these events. When an existing business has substantially remodeled, as determined by the building official, the business will have the option of having a Re-Grand Opening. Permit is required.

Quantity	Description	
	Banner	(Max 50 Sq Ft)
	Balloon	(Max Height 50 Ft)
	Inflatable Object	(Max Height 25 Ft)
	Pennants	
	Flags	Feather Flags (Max 4)
		Total Fee \$ 30.00

☐ Submit application and pay by cash, check or credit card in person.

☐ One time charge on my credit card. Application by fax or mail. (credit card payment form required)

Permission is hereby granted to enter the premises and make all inspections

Applicant Name (Print)	
Applicant Signature	Date:

Office Use

Current Certificate of Occupancy for site? ☐ Yes ☐ No

Approval to Issue Permit	Date:
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Common Signs for Grand Opening



Banner signs shall be attached to the building, not to extend above the highest point of the roof and are limited to 50 square feet in size. One Banner sign allowed. No lighting.



Balloons shall not exceed 50 feet in height and shall be allowed during Grand Openings.



Inflatable Objects shall not exceed 25 feet in height and shall be allowed during Grand Openings.



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Pennant flags shall be attached to the building, not to extend above the highest point of the roof and shall be allowed during Grand Openings.



Standard Flags shall be allowed during Grand Openings.

NOT ALLOWED



Feather Flags. Max Height = 15 Ft.



Search Lights are prohibited.